

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: Wed., June 15, 2005

Division: BOCC

Bulk Item: Yes      No XX

Department: Commissioner David Rice, District 4

Staff Contact Person: Tamara Lundstrom

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**AGENDA ITEM WORDING:** Discussion and Board direction regarding establishing a working partnership with the City of Marathon, for the building of a new library facility to better serve the residents of the area.

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**ITEM BACKGROUND:** (This item was tabled at the April meeting in Key West to the June meeting in Marathon.) The City of Marathon proposes to acquire the site, and is actively considering several possibilities. The County would seek funding for the construction of the building through possible State Public Library Construction grant funding as well as Capital Projects (Fund 304) funding.

The current Marathon Library has required extensive repairs in recent years for concrete spalling and roof leaks. Neither the building, nor its current site, is deemed suitable for an expansion of the facility.

Staff is seeking direction to make application for State Library Grant funds for this site as well as the proposed Stock Island site. Grant requirements include proof of ownership of the property, conceptual site and floor plans, a complete program, and a budget match of 50% of the project cost. Development of an Inter-local Agreement with the City will address the details of the partnership for construction of the library and provide documentation for the grant.

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**PREVIOUS RELEVANT BOCC ACTION:** The BOCC authorized Capital Projects funds (Fund 304) for emergency exterior repairs to the Marathon Library building in FY2001 and FY2002 for a total of \$218,326.

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**CONTRACT/AGREEMENT CHANGES:**

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**STAFF RECOMMENDATIONS:**

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**TOTAL COST:** TBD

**BUDGETED:** Yes      No X

**COST TO COUNTY:**                     

**SOURCE OF FUNDS:** Grant funding

**REVENUE PRODUCING:** Yes      No      **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty      OMB/Purchasing      Risk Management     

**DIVISION DIRECTOR APPROVAL:**

David P. Rice *DPR*  
(David P. Rice, Commissioner)

**DOCUMENTATION:** Included XX Not Required     

**DISPOSITION:**                                     

**AGENDA ITEM #**

## **PUBLIC LIBRARY CONSTRUCTION GRANTS**

The Public Library Construction Grant program provides state funding to governments for the construction of public libraries. This includes the construction of new buildings and the acquisition, expansion, or remodeling of existing buildings to be used for public library service. The maximum allowable grant is \$500,000 and the minimum allowable grant is \$10,000. The minimum allowable project size is 3,000 square feet. Funds are reimbursed to local government entities based on stages of project completion.

### **HOW IS THE PROGRAM FUNDED?**

The Florida Legislature determines the amount appropriated annually for the program. In fiscal year 2000-2001, \$4,200,000 was appropriated for 14 projects; in 2001-2002, \$5,787,137 was appropriated for 15 projects; and in 2002-2003, \$5,380,337 was appropriated for 12 projects.

### **HOW IS THE PROGRAM ADMINISTERED?**

The Public Library Construction Grant program is administered by the Florida Department of State, Division of Library and Information Services, Bureau of Library Development, State and Federal Grants Office. The program is authorized under Section 257.191, Florida Statutes. Rules for administration of the program are outlined in Section 1B-2.011, Florida Administrative Code, and in the Public Library Construction Grants. Please note the Proposed Legislative changes below- updated yesterday.

### **WHO IS ELIGIBLE?**

Any eligible Florida governmental entity may apply for a Public Library Construction Grant. This includes county governments, incorporated municipalities, special districts, and special tax districts that establish or maintain a public library and provide free public library service.

### **HOW DOES THE APPLICATION PROCESS WORK?**

- Announcements of the availability of applications are made through the Florida Administrative Weekly, in addition to letters sent to Florida public library administrative units in December. Application forms may be requested from the State and Federal Grants Office or may be obtained from the Division's web site:  
<http://dlis.dos.state.fl.us/bld/grants/Construction/Construction.html>
- Completed applications are due to the Division April 1st.
- Applications are evaluated and ranked by Division staff using criteria referenced in the Florida Administrative Code. A 30-day correction period is provided for applicants to complete their application or to correct deficiencies after staff have reviewed all applications. Eligible applications are included in the Division's Legislative Budget Request, which is

submitted to the Secretary of State. Grant recipients are notified of their award in July, 15 months after submission of their application.

### **ARE THERE MATCHING REQUIREMENTS?**

- A dollar-for-dollar match is required for all construction grants. This means that if an applicant is awarded a grant of \$500,000, the grantee must have a local match of at least \$500,000. The matching funds must be available and unencumbered at the time of the grant award.
- Eligible matching funds include cash, governmental appropriation, negotiable and nonnegotiable securities, bonds sold or validated, funds used for advance plans, estimates, or the cost of the land for the construction or acquisition of a building not already in use as a public library. For new construction, the current appraised fair market value of a currently owned site may be included as a part of the local matching portion. When planning remodeling and expansion projects, the current appraised fair market value of the site, building, or portion of a building not being used as a public library may be included towards the local matching portion. The appraisal shall be prepared by an independent licensed appraiser.
- All funds, including local matching and donated funds, must be administered by the grantee.

### **HOW MAY I USE PUBLIC LIBRARY CONSTRUCTION GRANT FUNDS?**

- Payments are made to grant recipients on a reimbursement basis (30%-30%-30%-10%) for costs incurred during construction. The final payment of 10% is provided after submission of a financial audit.
- Funds provided under a Library Construction Grant may be used to cover costs of any of the items indicated below, as long as the construction project results in a completed library facility.
- Eligible uses of grant funds include architectural services; acquisition of land; new construction; expansion; remodeling; site preparation, including the provision of parking spaces; engineering costs and legal fees directly related to the construction of the library; and initial or fixed equipment, including information and building technologies, video and telecommunications equipment, machinery, utilities, built-in equipment and enclosures or structures necessary to house them, opening day collections, and all other items necessary to furnish and operate a new or improved facility for the provision of library services.

### **WHAT ARE THE REPORTING REQUIREMENTS?**

- Grant payments are requested on a Public Library Construction Payment Request form.
- Each payment request requires the submission of specified documents related to the project. At the end of the project, a Project Closeout Report must be submitted that details project expenditures and results of the

project. An audit must be submitted, along with the fourth payment request, before the project can be closed out.

**I STILL HAVE QUESTIONS AND NEED TO KNOW MORE.**

- Contact State and Federal Grants Office staff in the Bureau of Library Development:  
Phone: (850) 245-6620 or SUNCOM 205-6620  
Fax: (850) 488-2746  
E-mail: [mdeeney@dos.state.fl.us](mailto:mdeeney@dos.state.fl.us)  
Address: Division of Library and Information Services  
R.A. Gray Building  
500 S. Bronough Street  
Tallahassee, Florida 32399-0250

# Capital Projects Plan Fund 304

One Cent Sales Tax Infrastructure									
	Fund	Cost Center	Project Code	FY 00 Adopted Plan	FY 01 Adopted Plan	FY 01 Estimated Actual	FY 02 Proposed Plan	FY 03 Proposed Plan	FY 04 Proposed Plan
Coco Plum Beach	304	25000	CC9806	40,000	39,914	1,000	0	0	0
Development/Improvement of Parks	304	25000	CC9808	20,000	20,000	-	20,000	20,000	20,000
E. Manlio Towers	304	25000	CC9809	280,000	268,272	268,272	0	0	0
Harry Harris Park Improvements	304	25000					150,000	150,000	0
Higgs Beach	304	25000	CC9811	30,000	30,000	30,000	0	0	0
Islamorada Library Re-Roofting	304	25000	CC9812	46,000	0	0	0	0	0
Marathon Library Emergency Repairs	304	25000	CC9824	55,000	108,326	20,000	90,000	0	0
Marathon Community Park	304	25000	CC9814	1,930,000	2,009,000	1,571,812	600,000	0	0
Marathon Marina	304	25000	CC9817	100,000	0	0	0	0	0
Key Largo Community Park (Mar)	304	25000	CC9815	318,000	0	0	0	0	0
Palm Villa	304	25000	CC9816	0	0	10,000	0	0	0
PK Elementary School	304	25000	CC9818	0	0	0	0	0	0
Settlers Park	304	25000	CC9801	0	50,000	50,000	0	0	0
Sombrenus/Swift Park	304	25000	CC9819	9,000	1,264	1,264	0	0	0
W. Mandelo Towers	304	25000	CC9820	0	25,000	5,000	60,000	0	0
Wilhelmina L. Harvey Park	304	25000	CC9821	50,000	0	0	0	0	0
Total Culture & Recreation				2,958,000	2,551,776	1,957,348	2,370,000	1,370,000	2,120,000
cost center total 25000									
OTHER (58x)									
Administrative Costs	304	22004		352,645	312,843	312,843	353,000	353,000	353,000
Contingency	304	85532		1,737,674	2,600,000	0	2,600,000	0	0
Cost Balance	304	85532		2,200,000	5,200,000	0	5,200,000	0	0
Cost Allocation to General Fund	304	86502		75,000	98,000	194,000	194,000	194,000	194,000
Jail Debt Service	304	86502		4,589,368	4,629,555	4,629,555	4,619,774	4,618,184	4,612,672
Key West Airport Projects	304	86502		0	0	0	0	0	0
Transfer to Solid Waste	304	86502		0	0	0	0	0	0
Transfer to Marathon Airport (Marathon FBO)	304	86502	CT9801	0	0	0	0	0	0
Transfer to Marathon Marina Mgt (Fund 159)	304	86502		180,000	180,000	180,000	0	0	0
Total Other				9,140,687	13,020,398	5,316,398	12,966,774	5,165,184	5,159,672
TOTAL APPROPRIATIONS				29,218,667	28,855,267	17,717,409	30,714,713	17,037,170	12,179,672
EXCESS REVENUE TO BE CARRIED FORWARD				0	0	12,039,401	112,188	4,997,957	2,568,285

Comments

Removal of Invasive Exotics and Restorative  
Playground Equipment Replacement and Misc. Park Development

Roof and Structural Support

Master Plan

Roof replacement

Exterior repair

Includes Land Purchase

Improvements

An additional \$200,000 Impact Fees

Playground Equipment

Ballfield Lighting

Path

Fishing Pier Pavilion, Playground Equipment, \$45,000 in Grants

Restroom, plus \$85,000 TDC

Sod, Irrigation, Fences, \$60,000 Impact Fees

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